

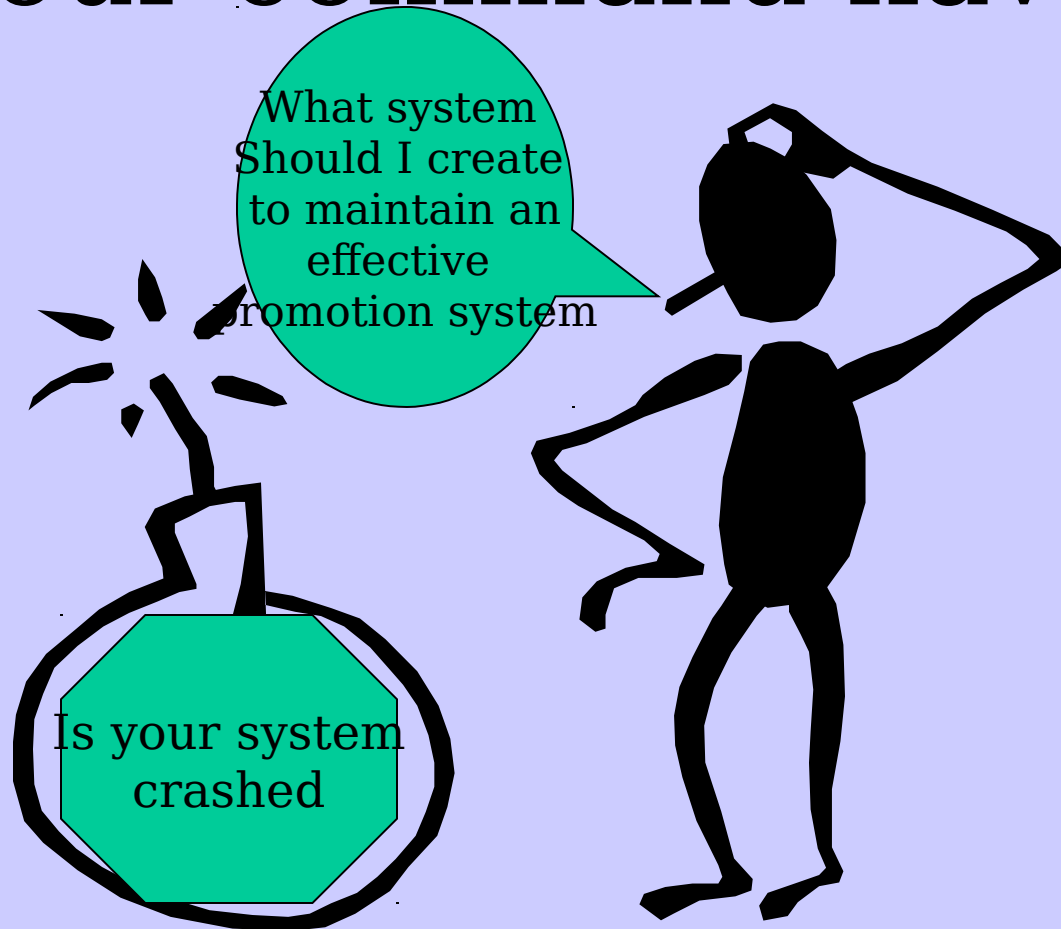
PROMOTION CLASS

Marine Corps Administrative Analysis
Team



UPDATED: 1 July
2003

What type of system does your command have?



Establishing and Maintaining Your Promotion System

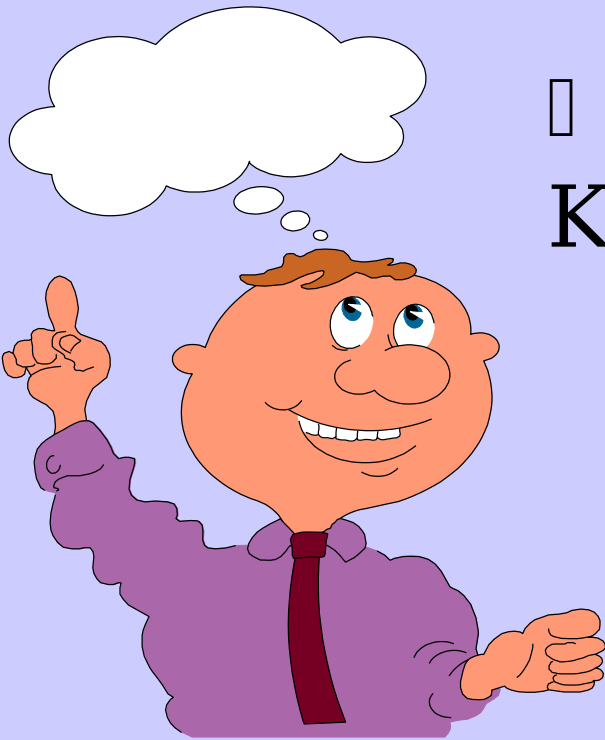


Who should be promoted
this month

Required Materials

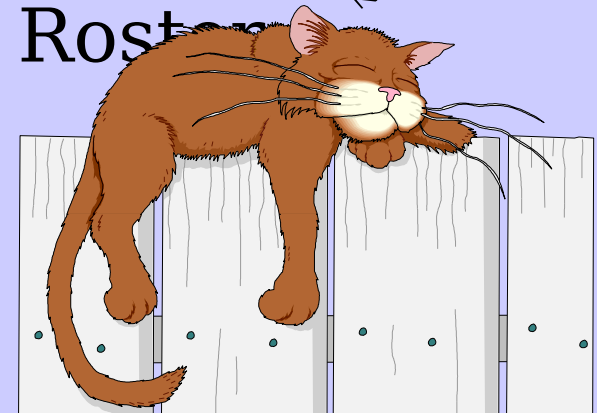
- ▣ 6 Part Folders (NSN 7530009908884)
- ▣ Highlighters/Markers
- ▣ White Labels (Label Folders by Qtr/Month)

▣ Motivated and
Knowledgeable
Personnel



Setting Up Your 6-Part Folders

- 1) Promotion Manual – MCO P1400.32C provides the most important info concerning the promotion period; it provides the following information:
 - (a) Cutoff dates for eligibility requirements (DOR/AFADBD) for the next 3 calendar years
- 2) Without this Order you can't possibly initiate a Eligibility/Not Rec Roster

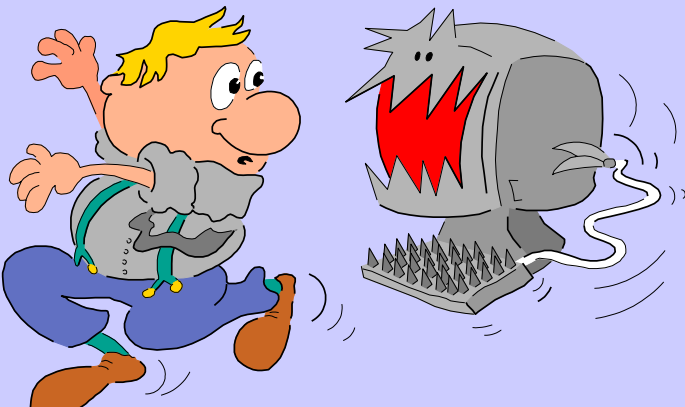


CO's Recommendation Letter w/Eligibility Roster Attached

- 1) The eligibility roster is created by utilizing eligibility requirements listed in Chapter 2 of the Promotion Manual. This roster has to be given to the OIC's/SNCOIC's for recommendation for that specific quarter.
- 2) Prior to the Prom Qtr attach letter from Admin requesting Eligibility Roster/Training roster be returned to admin 60 days prior to the beginning of each prom qtr.

CO's Recom/Elig Roster Cont.

- (a) This will ensure all training information requiring to be updated can be inputted in MCTFS, 40 days prior to the beginning of each promotion quarter.
- (b) Provide Recommendation Roster to the Commanding Officer for concurrence with
Company
Commanders/1stSgt's recommendations.



CO's Recom/Elig Roster Cont.

- (c) Enter in Service Records all required page 11 entries for those personnel who are Not Recommended for Promotion. (Remember “Weight Control and promotion restrictions (par 1204) such as NJP’s/Court Martials, admin reductions, etc. ~~need~~ not be repeated every single time



CO's Recom/Elig Roster Cont.

- (d) Provide to Unit Diary all personnel who are not Recommended for Promotion for insertion in tickler file. (Report via Unit Diary all Not Rec's N 5th of each month)



Enlisted Restricted Promotion/Ineligibility for Promotion

- Test Cycle 1-01 – Implemented new system logic and created a promotion restriction status code and a promotion restriction termination date for the listed items; (NJP/SCM/SPCM/GCM and WT CNRL)
- Marines that are restricted for promotion, Unit Diary will report the following (Prom Restr 3, 6, 12 or 18 MOS)

Promotion Restriction for admin Separation

- Test Cycle 1-01 – Implemented new Unit Diary Entry for Marines being Administratively Separated. The below will be reported for those Marines being Administratively Separated:

 Prom Restr Admin Sep Pen
12 MOS .

“0000” Composite Scores and Remedial Promotions

- 1) Unit Diary Feedback Report showing Individuals Composite Scores.
- (a) Copy provided to Promotion Clerk.
- (b) A manual worksheet will be completed for each of those Marines who reflect “0000” composite score and will be maintained in the promotion folder. (Review MARCORPROMMAN par 2500.2).



“0000” Composite Scores and Remedial Promotions

- (c) Upon completing a worksheet, once all missing information is reported in MCTFS and if applicable, submit by UD TTC 287 003, letter or message for remedial promotion to MMPR-2



REMEDIAL PROMOTIONS

- Test Cycle 2-99 added a Unit Diary entry to re-compute composite scores for the current quarter
- Units will utilize this process for those Marines who will be eligible for reconsideration for promotion in the current Month
- Units cannot use this TTC for Promotions outside of the current Month

REMEDIAL PROMOTIONS

- Prepare Remedial consideration for promotion packages for those Marines who meet promotion requirements
- Have a Remedial consideration for promotion package completed, processed and tracked.
- Report the Remedial Promotion request into MCTFS via UD for current month only.

Cutting Score Messages and Select Grade Rosters

- 1) The Cutting Score Message provides cutting scores for MOS(s) that are promoting, MOS(s) that are closed and it tells you the effective date of the promotion.
- (a) Provide a copy of the Select Grade Roster to the Promotion Section. (Types of select grade rosters: Natural/Unit Diary Feedback Report).



Automated Promotion Process

- MCTFS automatically generates promotion transactions for grades PFC through Sgt.
- Automated promotions are executed during the first cycle of each month based on the prior month's grade select routine. (i.e. the 1 May automated promotions will be based on selections made by the grade select routine of 24 April).

Cutting Score Messages and Select Grade Rosters

- (b) Annotate on the roster with “yes” or “no”. Also include the unit diary number that the action was taken on. (personnel being promoted to the ranks of Cpl/Sgt require PRO/CON Marks)
- (c) Those personnel who were originally recommended for promotion and become ineligible during the promotion quarter,



Cutting Score Messages and Select Grade Rosters

- (Cont'd) a “Will Not Promote” entry must be reported if a Select Grade is received.
- (d) Remember! Too Many “Will Not Promote” entries indicate that you are not running “Not Recs” prior to



f the

month.

Tracking Remedial Promotions

- A copy of the remedial promotion should be put into Promotion Clerks tickler file. Every 10 days the promotion clerk needs to check on the status of the remedial promotion. (Stat check with Unit Diary MMPR-2).



Steps Involved in an Administrative Reduction

- CRB appointed by order of Commander with reduction authority as defined in par. 1200.3b and par 6001.4a. In the case of a LCpl or below the CRB may consist of just the Commander (par. 6001.1b).
- Provide the Marine written notice of the initiation of a CRB (Par. 6001.3b).

Administrative Reduction Contd.

- Wait 5 working days for active duty Marines/ 20 calendar days for reserve Marines receipt of written notice (Chap 6 Fig 6-1, par.5).
- CRB Convenes, CRB prepares report (par. 6001.4h(1)).
- CRB forwards report via convening authority to Command. Convening authority, Commander and reducing authority may all be the same person in the case of LCpl or below (par. 6001.10c(5)). **

Administrative Reduction Contd.

- Reducing authority reviews and endorses CRB recommendations (par. 6001.5e).
- If reduced, reduction is effected on date reduction authority approves CRB (par. 6004.1).
- ****Note:** If the initial letter of notification is returned as undeliverable, the Commander may immediately initiate action to complete the CRB

Administrative Reduction Contd.

- **Note contd.: and/or effect the administrative reduction. The Commander must note in the CRB report that the Marine could not be contacted (par. 6001.10c(2)).

?????QUESTIONS?????



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